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Approved For Release 2000/08/28 : CIA-RDP78-04718A000500080015-4

Security Information

MEMORANDUM FOR: Senior Representative
Senior Representative
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SUBJECT : Letters of Instruction

For the purpose of establishing uniform and standardized Letters of Instruction to Senior Representatives, I have examined those presently in effect. This review has pointed up the definite need for a revision of these Letters, particularly in the field of financial authorizations and allowances.

In order that any new Letter of Instruction may give consideration to the differences in areas of location, your recommendations are requested.

It is suggested that such recommendations give attention to the following:

1. Need for and amount of a fund which could be used to exploit targets of opportunity.
2. The amount of representational allowances necessary for proper accomplishment of your mission.
3. Revisions which insure full protection of the Agency under its responsibility for full, proper, and correct accountings.

WALTER B. SMITH
Director

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